

***NATIONAL WEATHER SERVICE INSTRUCTION 30-2108  
NOVEMBER 10, 2003***

***Maintenance, Logistics and Facilities  
Systems/Equipment maintenance, NWSPD 30-21***

***SURFACE EQUIPMENT MAINTENANCE***

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**NOTICE:** This publication is available at: <http://www.nws.noaa.gov/directives/>.

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**Certified by:** OPS1 (M. Paese)

**Type of Issuance:** Routine

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***SUMMARY OF REVISIONS:*** This revision updates NWSI 30-2108, “Surface Equipment Maintenance,” dated October 28, 2002, with references to other policy directives and instructions.

<u>signed</u>	<u>10/27/2003</u>
John McNulty, Jr.	Date
Director, Office of Operational Systems	

## Surface Equipment Maintenance

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1. Introduction. This instruction establishes specific equipment maintenance procedures through the use of established technical documentation for surface, Engineering Handbook 8 (EHB-8) (e.g., technical manuals, maintenance notes, modification notes).

2. Procedures. Procedures stated in National Weather Service Instruction (NWSI) 30-2101, *System Maintenance Management*, governs maintenance of equipment. NWS field personnel will maintain surface equipment as described in this instruction. Maintenance will be accomplished following guidance in authorized technical manuals, modification and maintenance notes as defined in EHB-8. Maintenance reporting will follow instructions contained in NWSI 30-2104, *Maintenance Data Documentation*.

3. Organization. Maintenance services for surface equipment are focused at the local level, with augmenting capabilities at the regional and national levels.

4. Responsibilities. Organizational responsibilities are presented in a “bottoms-up” approach because of the field focus of this document.

4.1 Field Office. Field operations staff are responsible for notifying site electronics maintenance staff using the Engineering Management Reporting System (EMRS) as prescribed in NWSI 30-2104. Handle concurrent outages according to the instructions in NWSI 30-2101, Section 3.2, Maintenance Priorities.

4.2 Electronics Technician. Site electronics staff are responsible for restoring surface equipment to operational status, returning defective components, ordering replacement spares,

and reporting on maintenance services provided. Work will be performed in conformance to priorities established by the electronic systems analyst or meteorologist-in-charge.

4.3 Regional Headquarters (RHQ). RHQ coordinates resources for the surface equipment as needed to support non-standard (e.g., emergency) service requirements.

4.4 National Weather Service Headquarters (WSH). WSH support for these systems/equipment is distributed among several organizations within the Office of Operational Systems. The Maintenance Branch (OPS12) is responsible for generating/coordinating and providing modification and maintenance documentation and processing kits for field use; the Acquisition Branch (OPS11) is responsible for equipment modification design.

5. Documentation.

5.1 Maintenance Reporting. Maintenance or operational personnel at the field office responsible for the surface equipment will accurately document the time and nature of equipment failures in the EMRS following instructions in NWSI 30-2104.

5.2 Maintenance and Technical Documents. Maintenance of surface equipment will be accomplished following authorized guidance (e.g., technical manuals, modification notes, maintenance notes). Centralized web access to EHB-8 (i.e., maintenance procedures, technical documentation, modification and maintenance notes) is provided at:  
<http://www.ops1.nws.noaa.gov/EHBS.HTM>.